

# REGULAR COUNCIL MEETING

## A G E N D A

TOWN OF CHINCOTEAGUE

March 2, 2009 - 7:30 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN J. HOWARD

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

- 
1. Consider Adoption of the Minutes
    - Regular Council Meeting of February 2, 2009 (Page 2 of 24)
  2. Public Hearing on the Towns Intent to Apply for CDBG Funding
  3. Cemetery Committee Report of Jan 27 & Feb 25, 2009 (Councilwoman Richardson) (Page 10 of 24)
  4. Public Safety Committee Report of February 3, 2009 (Mayor Tarr) (Page 12 of 24)
  5. Public Works Committee Report of February 3, 2009 ( Mayor Tarr) (Page 15 of 24)
  6. Budget and Personnel Committee Report of February 20, 2009 (Councilwoman Conklin) (Page 17 of 24)  
*The following action by the Committee occurred and will need to be acted upon:*
    - EMS Provider Part-time Job descriptions and Part Time Help (Page 20 of 24)
    - Consider Internet Government Auctions Contract (Page 23 of 24)
    - Building Permit for Saltwater Cowboys
  7. Discussion on Broad Band
    - Verizon – Ms. Laura Barns
    - Eastern Shore Virginia BroadBand Authority
  8. Neighborhood Signs (Vice Mayor Jester)
  9. Setting the Date for a Public Hearing on Balloons, Pennants, and Flags (Page 24 of 24)
  10. Mayor & Council Announcements or Comments  
*(Note: Roberts Rules do not allow for discussion under comment period)*

ADJOURN:

**MINUTES OF THE FEBRUARY 2, 2009  
CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

John H. Tarr, Mayor  
James Frese, Councilman  
Terry Howard, Councilman  
John N. Jester, Vice-Mayor  
Ellen W. Richardson, Councilwoman

**Council Members Absent:**

Nancy B. Conklin, Councilwoman  
John H. Howard, Councilman

**Call to Order**

Mayor Tarr called the meeting to order at 7:32 p.m.

**Invocation**

Councilman Terry Howard offered the invocation.

**Pledge of Allegiance**

Mayor Tarr led the Pledge of Allegiance.

**Open Forum/Public Participation**

Mayor Tarr recognized and welcomed from the Accomack County Board of Supervisors, Chairman Steve Mallette and Vice Chair Laura Belle Gordy. Chairman Mallette explained that he wanted to introduce himself and Vice Chair Gordy to the Council and that they are taking this opportunity to do some community outreach and open the lines of communication between the County and the Town. He explained that one of the goals for the year is improved communications so that the interest of the communities is well understood. The Public Service Authority (PSA) being established is going to be the foundation for future economic development and Chairman Mallette would like Council to recommend someone from the business community to serve and represent the interest of Chincoteague on the PSA.

Barbara Thackery said she attended 2 meetings last week for Main Street Planning. She said there were some great ideas, but she was disappointed in the attendance. She also complimented the new framing of the signs on the causeway.

**Agenda Additions/Deletions and Adoption**

Attorney Jon Poulson suggests that a Closed Session be placed before item #7 so that he may offer legal advice. Mayor Tarr said to move item #7 to item #13 under Closed Session. Councilman Terry Howard asked that a personnel matter be added to the Closed Session as well. **Councilman James Frese, seconded by Councilwoman Ellen Richardson, made a motion to accept the Agenda as amended. The motion is unanimously passed.**

**1. Consider Adoption of the Minutes**

Councilman Terry Howard said there is a correction under the Public Works committee report, Page 3, number 4, with the name 'Hall' – Councilwoman Ellen Richardson said it is misspelled and should be 'Haugh'. Also, where it stated 'David' disposal, it should say 'Davis' disposal. **Councilman Terry Howard motioned, seconded by Councilman John Jester, to approve the minutes with corrections for the Regular Council Meeting of January 5, 2009.** The motion was unanimously approved.

**2. Public Safety Committee Report of January 6, 2009**

Mayor Tarr summarized the following report.

- The first draft of the Emergency Operations Plan was completed and has been reviewed. Bryan Rush is making the changes and adding annexes as appropriate.

- Mr. Rush talked with Mr. Richard Taylor from Union Baptist Church about their disaster team. He will be out of town March. Mr. Rush will include him in the agenda for our March 3<sup>rd</sup> meeting.
- The Public Safety Committee voted last month to terminate service to two of the satellite phones owned by the Town due to lack of funding. However, upon the termination process Mr. Rush was able to secure better pricing that is actually less than what one line was initially quoted to be. The new service will be paid monthly at \$19.99 a phone plus tax without fees as long as calls remain inside the U.S., Canada, and the Caribbean.
- Training:- LTJG Merriman has scheduled an ICS 300 class at the Chincoteague Coast Guard Base on January 21, 22, and 23. Pre-requisites are IS 700, IS 100, and IS 200 which can be completed on-line at fema.gov. He is holding seats for local government. A head count will be needed to Mr. Rush by January 12, 2009. Town Manager Ritter expressed that Mrs. Hammonds had turned in ICS 100, ICS 200, and IS 700. Mr. Rush advised she would be a good candidate as finance is an important part of the ICS structure.
- Mayor Tarr advised that he spoke with the President of the Volunteer Fire Company about their EOP and including it into the Town's plan. He also offered them some assistance from the Town when the Town's plan is complete. Councilman Jester asked if the Fire Company received a copy of the Ocean City Fire Department EOP. The Chief advised he did and would use it as a template to develop their plan. Fire Chief Lewis apologized for not understanding the Committee format and lack of attendance from the Fire Company. Fire Chief Lewis wanted the Town to know that the Fire Company wants to work together with the Town and he feels things are going well.
- Mayor Tarr advised that he and Supervisor Thornton are working on a meeting with local health care facilities and would like the Fire Company to attend when the meeting occurs.
- Goals and Objectives: Councilman Jester would like for everyone to look at ways to improve and enhance public safety this year, and develop a plan for improvement. He would like to see in the plan the File of Life project for the elderly citizens. Along with the completion of the EOP before hurricane season including a COOP (Continuity of Operations Plan) to allow government to continue operations after a disaster. He suggested that the Police Department do crime prevention activities. Also, the creation of a position detailed ICS training matrix.
- Mr. Rush stated that the money should be appropriated in the budget to execute these goals. NIMS training has not cost the Town much money so far, but the longer the Town waits to train, it will begin costing money. Mr. Rush would like to see a Deputy Emergency Services Coordinator appointed and exercise the EOP. He would also like to see EMS and Emergency Management under one department such as a Public Safety Department.
- Mr. Rush suggested increasing full time staffing by one. Mayor Tarr also suggested that part-time personnel be looked at as well as scheduling time so that Mr. Rush can do administrative work. Mayor Tarr addressing Councilman Jester's concern about a COOP, stated that NASA may be used as a secondary location for operations. Mayor Tarr would also like to see an off-site storage for vital records, along with nightly back-up. Mayor Tarr wants to develop an essential personnel list with ID cards.
- Police Chief Lewis would like to work towards accreditation for the communications center and the Police Department.
- Mayor Tarr would like everyone to send Mr. Rush their goals and objectives to be included in a rough list for the next meeting to be reviewed and prioritized by the Committee.
- Councilman Jester would also like to see the Public Safety Committee to take up the "Safe Routes to School Project."

- Police Report - Police Chief Lewis distributed a report for review by Committee.

### **3. Public Works Committee Report of January 8, 2009**

Mayor Tarr summarized the following report:

- Church Garbage Collection - Mr. Howard stated that the Food Bank had indicated their willingness to transport their cardboard to the Convenience Center. Mr. Tarr asked Town Manager Ritter to take care of the resolution of this issue with the representative of the church.
- Committee Member Comments I – Mrs. Richardson expressed her concerns about the placement of plaques at our park facilities. Mr. Howard expressed his desire to have people trim their bushes at intersections.
- Public Participation II – Mr. Boothe requested that drainage and road work be performed on the section of School Street that is not in the state system.

- December Report – Mr. Cosby reviewed the activities of the Public Works Department for the month. The DEQ requirements for the groundwater permit were also discussed. Mr. Tarr requested a conference call with the DEQ to obtain a final list of requirements.
- Committee Member Comments II – Mr. Howard asked about the feasibility of improving the street drainage between drain inlets. Mr. Cosby stated that he has plans to purchase a walk behind planer that should help in these situations.
- Mrs. Richardson inquired about the status of a driveway replacement on Cropper Street. Mr. Tarr mentioned his desire to get Cropper Street added to the state system.
- Mr. Howard discussed the need for a drainage plan.
- Mrs. Richardson asked about the start date of work on the new trail.
- Mr. Tarr asked about the status of the contractor for the road work on Hallie Whealton Smith.

#### **4. Ordinance Committee Report of January 14, 2009**

Councilman Terry Howard gave the Ordinance Committee report in the absence of Councilman John Howard.

Public Participation\_- Mr. Thomas Clark of Don's Seafood indicated that he supported the ordinance that would exempt certain activities from Health Department involvement.

1. **Food Service Ordinance** - Mr. Anderson indicated that a Strength, Weakness, Opportunities, and Threats Analysis was completed. Mr. Anderson also spoke with Mr. Keith Privett from the Accomack County Health Department who indicated that he had some concerns about Chincoteague adopting this ordinance.
  - Councilman J. Howard questioned whether the Town's insurance would go up if we adopted this ordinance. Town Manager Ritter will look into this with the insurance company. The Committee would also like to know if the Town would be liable if someone got sick at an event that was exempted from Health Department inspections.
  - Councilman J. Howard questioned who, in the Town, would enforce this ordinance if adopted? Mr. Anderson had previously asked the question to Franklin County, who had already adopted a similar ordinance, with no response. It was the decision of the Committee to get a quote from the Town's insurance company, and the opinion of the Town Attorney before coming back to the Ordinance Committee.
2. **Wetlands Board Consideration** - Councilman Frese spoke to the Committee regarding the establishment of a Wetlands Board on Chincoteague. He indicated that there is no Chincoteague representation on the Accomack County Wetlands Board. Councilman Frese indicated that Mr. Jim White of Chincoteague has prepared "A Guide to Establishing a Wetlands Board on Chincoteague." In this guide it outlines the approximate time devoted by staff if a board is established on the Island. Also included in the guide is the current fee (\$282) for an Accomack County Wetlands Board Application. Councilman Frese indicated that the hearings would be held at the Town Office and they are usually held at 10:00 a.m.
  - It was indicated that the money from the fee goes into the Town's general fund; there is also a separate cost for advertisement. The County has set the fee for mitigation at \$12/foot, which is roughly \$550,000/acre. The mitigation money goes into a wetlands bank that could be used for fragmites control, or acquisition of land for wetlands preservation. Councilman J. Howard asked how much of this could be done with current staff. Town Manager Ritter stated that current staff could handle the duties of the Wetlands Board. However, other projects that are being worked on may not be completed in a timely manner.
  - Councilman T. Howard would be interested in looking at the mechanics of a Wetlands Board such as: How many hours? Who's going to do the work? etc.

Mayor Tarr would like for the Committee to examine the \$12 square foot mitigation fee and what impact it would have on applications. Councilman Frese explained that the impact is usually from a failed bulkhead system, but if changes are made by the property owner, mitigation must be paid into the fund. The fund could be used to purchase additional wetlands.

#### **5. Harbor Committee Report of January 14, 2009**

Councilman Terry Howard gave the following report:

- Harbormaster Merritt stated that subleasing was down with the last fishing boat leaving that day. Harbormaster also stated that he is happy to report that there have not been any problems at the Harbor

such as theft or vandalism since the last meeting. Harbormaster Merritt also stated that he has received the bulletin board and will install it this spring.

- The Committee discussed raising the rates at the Harbor for subleasing slips. It was decided to work up the new rates as part of next year's budget so Council could vote on it. The new rates are as follows. A subleased slip for the recreation boater would be \$10.00 a day with a \$25.00 minimum, \$50.00 a week and \$200.00 a month. Mr. John H Howard made the motion and seconded by Mr. E Bowden. It was passed and it will be implemented the upcoming draft budget for Council for approval.
- The Committee discussed the installation of a FM/VHF radio, the price not to exceed \$310.00. Mr. Bowden made the motion that he and the Harbormaster would purchase and install the radio and be reimbursed. The motion was seconded by Mr. Handforth and unanimously approved.
- Harbormaster Merritt stated that Mr. Jack from Gateway Marina was still interested in installing a boat lift at the Harbor and he also stated that when he receives more information on the lift he would contact him. Harbormaster Merritt will stay in contact with Mr. Jack and will pass any information onto the Committee as it is received.
- The Committee discussed security cameras at the Harbor. Harbormaster Merritt and Town Manager Ritter will get more information and bring it to the next meeting.
- Mr. Frese asked if we would give the working waterman on the island a free ramp user fee. The request was set aside until more research on the legalities and to put this item on the next Harbor meeting agenda.

Councilman Terry Howard said the next meeting will be on March 11, 2009 at 6:30 p.m.

## **6. Budget and Personnel Committee Report of January 20, 2009**

Councilman John Jester presented the following report:

- Mr. Robert Behr, Chincoteague Cultural Alliance, stated for the last two years, Council has allowed him to write a 50/50 grant to the Virginia Commission for the Arts. Council has been generous in providing the 50% match to this grant in the amount of \$5000. Mr. Behr is asking for permission to again write the grant for FY'10. Applications are due April 1, 2009.
- Town Manager Ritter presented a list to donation obligated in the FY'09 Budget as adopted by Council. There was a small amount budgeted over the annual donations for those that might come and request a donation. Town Manager Ritter also suggested that a policy be adopted on donations including information such as: why we give donations, who should receive donations, etc. Chairwoman Conklin stated that the Committee wanted to seriously look at the Town's donations because the Town is not receiving revenue from the state as in the past.
- Vice Mayor Jester stated that the Tourism Commission has received funding from Accomack and Northampton Counties. Accomack County collects a 2% occupancy tax from rentals within the Town of Chincoteague which amounts to quite a bit of money. He is not in favor of the Town supplementing something Accomack County should be adequately funding. Town Manager Ritter stated that the Center currently purchases a half page advertisement in the Tourism Commission's brochure and Gloria Hanratty suggested that the Center take a half page and the Town take the other half. This way we would be getting something for our money. Vice Mayor Jester and Councilman Frese stated they might be willing to purchase an advertisement in next fiscal year's budget. Chairwoman Conklin stated that the Town supports the Chincoteague Chamber of Commerce. Our Chamber, the Eastern Shore Chamber and the Tourism Commission all have brochures and are using the same venues to place the brochures. Chairwoman Conklin does not feel it is necessary for the Town to even advertise in the Tourism Commission's brochure. It was the consensus of the Committee to not recommend to Council a donation to the Eastern Shore Tourism Commission.
- Councilman Frese stated that he applauded this student but felt there might be a better way to help young people than just donating to one student. He is also concerned if the Town's revenues are meeting the expenditures of the Town during this fiscal year. Vice Mayor Jester agreed that he was not certain as how taxpayers would feel about Council donating to individual students. It was the consensus of the Committee not to recommend to Council a donation to the student for the People to People Student Ambassador Program.
- Town Manager Ritter stated he asked Mrs. Hipple for a plan for the collection of delinquent tax accounts. The plan is stated below:

1. Contract with Mr. James Elliott, Attorney, for the collection of delinquent real estate accounts.

2. Immediately turn over older delinquent real estate accounts upon signing contract with Mr. Elliott. (Some of these accounts have been advertised for sale by Accomack County)
3. There is only one person on a payment plan with the Town for delinquent real estate taxes.
4. Enter all delinquent Personal Property accounts within the State's Debt Setoff system.
5. Send 2008 Second Notices for Real Estate and Personal Property in February 2009.
6. Send Certified Letters to those that do not respond from the Real Estate Second Notice.
7. In July 2009, turn over to Mr. Elliott the remainder of the real estate delinquent accounts for collection.
8. Mark off books personal property delinquent accounts which fall under the Statute of Limitations.
9. Advertise requests for proposals for the collection of personal property taxes.

Mr. Elliott was contacted by Mrs. Hipple and presented the following information for the Town's review. Mr. Elliott also submitted a contract should the Town wish to proceed with his services. Town Manager Ritter stated that Mr. Elliott's services would not cost the Town any money as it would come from the delinquent taxpayer or sale of the property.

### DELINQUENT REAL ESTATE TAX SUIT TIME LINE

February 5	Demand Letter Mailed
March 10	Legal Advertisement Published
April 15	Suit filed
June 15	Court Orders Sale
July 10	Public Auction
July 15	Court Approves Bid
July 24	Deed Delivered
July 31	Court Disburses Funds
Two years following	
Confirmation of Bid	Town receives unclaimed surplus of funds

Town Manager Ritter stated that even though there is no cost to the Town and its operations, he brought it to the Committee to let them know what the plan is for collection of delinquent real estate taxes. Chairwoman Conklin thought this was a proactive approach and agreed with the plan. It was the consensus of the Committee to get an opinion from Town Attorney Poulson.

- Mr. David Quillen representing AFLAC stated he would like the opportunity to present their supplemental insurance plans to the Town's employees. There would be no impact on the Town's budget as the program is paid completely by the employees through payroll deductions. AFLAC offers a cancer plan, disability plan, and accident plan. It would be approximately 20 to 30 minutes presentation to the employees. It only takes three employees to make a group to receive group rates. Councilman Frese asked if this supplemental insurance would have any impact on the Town's insurance plan. Town Manager Ritter stated he would look into that question.
- Town Manager Ritter stated the Town has been approached by another supplemental insurance carrier to make a presentation to the employees. The carrier is Allstate. Mr. Quillen stated that AFLAC is #1 worldwide for supplemental insurance and that AFLAC pays more than the Colonial Plan through Allstate. The Town could offer both as there is no contract and the decision would be up to the employees. Chairwoman Conklin asked if Allstate could make a presentation at the next meeting. Town Manager Ritter replied they could.
- Town Manager Ritter presented several graphs outlining revenues and expenditures as of December 31 as compared to last year for the same period. The second graph showed tax revenues as of December 31 as compared to last year for the same period. Town Manager Ritter stated that personal property collections were significantly down, but the Town would collect those when the vehicle stickers are due. He also indicated that real estate tax revenue was significantly more this year. The third graph showed transient occupancy tax revenues as of December 31 as compared to last year for the same period. Town Manager Ritter indicated overall these revenues are up. The fourth graph showed meals tax revenues as of December 31 as compared to last year for the same period. Vice Mayor Jester stated he would like to see the trend over several years. Town Manager Ritter indicated overall the revenues are up. The fifth graph showed water revenues as of December 31 as compared to last year for the same period. Town Manager

Ritter indicated these revenues are down. The final graph showed water expenditures as of December 31 as compared to last year for the same period. Water expenditures are also down.

- Public Works Director Cosby presented a memorandum to each Committee member that explained water revenue sources. He stated that water withdraw from our wells are 9.81 percent less this fiscal year as compared to last. Due to the seasonal usage of water, water revenues are collected at a rate of roughly 5 percent per month from January through July and roughly eleven percent per month from August through December. The larger water revenue months are behind us. Other water revenue sources such as extensions, connections, availability fees and interest on savings are also down. These other revenue sources are hard to forecast because it is dependent on other factors. Overall the water revenues exceed water expenditures.
  - Vice Mayor Jester asked if water anticipated any large projects through the end of the fiscal year. Public Works Director Cosby responded that the groundwater committee was requiring some work on the water pumps.
  - Councilman Frese asked if the water revenues represented any increase in the rates. Town Manager Ritter responded 3% each year. He further stated that the Town will need to look at increasing the water fees. Councilman Frese responded that we need to look at expenses.
  - Public Works Director Cosby stated that in the worst case scenario water could be short on revenues by as much as \$150,000 from the budgeted figures. He further stated that serious consideration should be given to forgiving the loan the general fund made to the water fund.

Councilman Terry Howard says it should be noted that Council has been donating to High School students, Little League and Soccer League for quite some time. He agreed there should be a donation policy about who, where, what, and how much, but believes Council should donate something to student Haley Petroski. Councilman James Frese says he would like to give a donation, but it is not a good idea at this time. Councilman John Jester commented that we should be careful with funds. Councilman Terry Howard gave an overview of budgeted donations for the year and requested that a donation for Haley Petroski be placed on the agenda for the next Council meeting.

## **7. Contract Award for Real-Estate Tax Collections**

*Moved to Item #13 – Closed Session*

## **8. Consider 50% match to Virginia Commission for the Arts grant in the amount of \$5000**

Mr. Robert Behr, President of the Chincoteague Cultural Alliance, thanked the Town Council and the citizens of Chincoteague for their past and continued support of events and educational programs. He reported that the Chincoteague Cultural Alliance is in its sixth year of producing various events such as festivals, indoor concerts, and the 2<sup>nd</sup> Saturday Art Stroll. He requested that the Town Council apply for the 2010 Virginia Commission for the Arts Local Government Challenge Grant. Mr. Behr explained that in the past the Council has pledged \$5,000 in addition to grant funds and says he will assist in writing the grant if Council approves. Councilman Terry Howard explained that he attended an event and commends the 100 percent volunteer alliance on their work. **Councilman Terry Howard made a motion, seconded by Councilwoman Ellen Richardson to apply for the 2010 Virginia Commission for the Arts Local Government Challenge Grant with \$5000 match from the Town if the grant is awarded.** The motion is passed unanimously.

## **9. Recreation & Community Enhancement Committee of Jan 20, 2009**

Councilman James Frese presents the following report:

- It was discussed to have a workshop on the review of the bicycle plan for Monday, February 23, 2009, at 5:30 pm.
- Mr. Anderson stated that there has been much discussion about the playground equipment in the last several months. We have funds with which to purchase playground equipment. After meeting with several vendors and receiving literature from dozens of companies, we have been able to select pieces of

equipment that will complement our current playground inventory. In order to maximize the amount of equipment we are proposing a community-build, where the Town asks for volunteers to do much of the labor. This will save the Town much money. The following is a recommended list of estimated pricing of equipment. Wooden ship \$5,000.00, Rock N' Cross \$4,800.00, Ribbon Climber \$3,400.00, Three tiered chin-up bars \$500.00, Supernova \$6,000.00, and the Sand Digger \$500.00.

- Mr. Conklin made a motion and seconded by Councilman J. Howard to recommend to Council to purchase the Wooden Ship, Rock N' Cross, Three tiered chin-up bars, Supernova, and the Sand Digger at approximately \$16,800. The motion was unanimously approved.
- Town Manager Ritter stated that Mr. Anderson put together a survey plan for the Committee members on the Donald L. Leonard Park, to fill out and send back to Mr. Anderson before the next meeting. Town Manager Ritter also stated that we have two signage samples for the Donald L. Leonard Park to install at the park. One sample just had the name and the other sample had the Town Logo and the name on the sign.
  - Councilman J. Howard made a motion and seconded by Councilwoman Richardson to recommend to Council to purchase the sign with the Logo and the park name. The motion was unanimously approved.
- Councilman Howard heard that people who use kayaks are parking their car in front of the ramps, which makes it difficult for others to use the ramp. He wanted to make sure that the harbor master is aware and to possibly put signage that states "do not park in front of the boat ramp."

#### Action Item – Consider Playground Equipment Recommendation

Town Planner Jared Anderson presented a report and slides about the Playground Equipment recommended for purchase. Mr. Anderson explained that installation of the equipment be a community effort in order to save money. **Councilman John Jester made a motion, seconded by Councilman James Frese, to purchase the Playground Equipment recommended by the Recreation and Community Enhancement Committee.** The motion is unanimously passed.

#### Action Item – Consider Purchase of a Sign with Logo and park name Donald L. Leonard Park

Mayor Tarr explained that Council has recommendations from staff to examine. **Councilman James Frese made a motion, seconded by Councilwoman Ellen Richardson, to purchase item #3 at 74 inches by 29 ½ inches with 5 1/2 inch letters for \$1350.** The motion passes unanimously.

### **10. Consider adopting the 911 Dispatch policy**

Mayor Tarr said that Council should have a copy of the 911 Dispatch Policy Manual. Captain Randy Mills explained that it should be part of Police Department Policy and Procedures. Councilman John Jester asked if it has been reviewed by Emergency Operations Bryan Rush; Captain Mills says that the Fire Company looked over it and there were no concerns and all sides were satisfied. Councilman John Jester said he looked at it as operational, and does not see the need for Council for approval. He suggested that the Police get something in writing from the Fire Department stating they reviewed the document. Town Attorney Jon Poulson suggested sending a copy to various state agencies as well as Fish & Wildlife to get appropriate input. He agreed with Vice-Mayor John Jester and said it does not need to be approved by Council, but should be reviewed by agencies with the technical expertise in this area.

### **11. Consider Setting the Date for a Public Hearing on the Subdivision Ordinance**

Town Planner Jared Anderson explained that this item has been with the Planning Commission for several months. There were questions about a few items and it was suggested that it go to Town Attorney Jon Poulson for review. This item will be placed on the Agenda for the March 2009 meeting.

### **12. Mayor & Council Announcements or Comments**



Mayor Tarr reported that he, Vice Mayor John Jester, Councilman James Frese, and Town Manager Robert Ritter all met 2 times with Todd Christiansen and his group from Richmond, and other towns about Broadband on the Eastern Shore and where everyone stands on this issue. He said the project is moving along very quickly and things looked very good.

Vice-Mayor John Jester reported that the ground breaking for Broadband from Virginia Beach across the Bay Bridge-Tunnel was today. He commented that contractors are working much faster than expected.

Councilman Terry Howard said he appreciated the help he received from the Town Office whenever he calls. He appreciated the image the Police Department has created in the community by doing their job and being compassionate. He said the Public Works does a good job all year in the heat and cold. He explained that he believes we have a good operation and that we can never say thanks enough.

### **13. Closed Meeting in Accordance with Section 2.2-3711(A) (1) of the Code of Virginia**

- Personnel Matters
- Legal Advice on 3 matters

Councilman Terry Howard made a motion, seconded by Councilman James Frese to go into a Closed Meeting in Accordance with Section 2.2-3711(A) (1) of the Code of Virginia to discuss personnel matters and obtain legal advice. The motion is unanimously passed.

Councilwoman Richardson moved, seconded by Councilman Terry Howard to adopt a resolution of certification of the closed meeting.

WHEREAS, the Chincoteague Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(1) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE: Ayes - Jester, Frese, T. Howard, Richardson

### **AJOURN**

Councilwoman Richardson made a motion to adjourn, seconded by Councilman Frese. The motion was unanimously approved to adjourn.

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Mayor

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Attest: Town Manager

**MINUTES OF THE JANUARY 27, 2009  
CEMETERY COMMITTEE**

**Members Present**

Ellen Richardson, Madam Chairman  
Terry Howard Councilman  
Mr. Gary Turnquist

**Others Present**

Robert Ritter, Town Manager  
Ms. Howard

**Call to Order.**

Madam Chair Richardson called the meeting to order at 6:10 pm

**Agenda Adoption.**

Mr. Turnquist moved, seconded by Councilman Howard, to adopt the agenda. The motion was unanimously approved.

**1. Discussion on Cemetery Clean-up**

The Committee discussed last falls Clean-up site of Whealton Cemetery. Ms. Richardson presented pictures of the site area. A Discussion occurred on the right-a-way to the cemetery. It was discussed that at the spring clean-up the Chincoteague garden club would help out.

**2. Discussion on Greenwood Cemetery**

Pictures of the cracked vault lids were presented by Ms. Richardson from the Greenwood Cemetery. The committee would like Mr. Guy Doughty of Doughty funeral home in Exmore to supply the lids. He will measure the lids next time in Town and bring the lids the following trip or funeral in which he will be in Town. The committee agreed to have him do the work after he gives a price on how much it would cost. Ms. Richardson stated that she would call him in a couple of weeks, if he does not get back with her on the quote.

**Adjournment**

Mr. Turnquist moved, seconded by Councilman Howard, to adjourn the meeting at 6:55 pm. The motion was unanimously approved.

**MINUTES OF THE February 25, 2009  
CEMETERY COMMITTEE**

**Members Present**

Ellen Richardson, Madam Chairman  
Mr. Gary Turnquist  
Terry Howard Councilman –arrived at 6:20 pm

**Others Present**

Robert Ritter, Town Manager  
Ms. Howard

**Call to Order.**

Madam Chair Richardson called the meeting to order at 6:15 pm

**Agenda Adoption.**

Mr. Turnquist moved, seconded by Councilwoman Richardson, to adopt the agenda. The motion was unanimously approved.

**1. Discussion on Cemetery Clean-up**

The Committee discussed going back to Holy Ridge Cemetery for clean-up in the spring. A discussion on the date and time of the next clean-up was decided. It would be at the Holy Ridge Cemetery, March 14<sup>th</sup>, 2009, between 9:00 am and 12:00 pm. Also, it was mentioned that the Garden Club is willing to help out with the clean-up day. It was decided that the Clean-up day would act as their Committee meeting and that they would not need to meet again in March.

**2. Update on Greenwood Cemetery**

Pictures of the new vault lids were presented by Ms. Richardson from the Greenwood Cemetery. The committee expressed their appreciation to Ms. Mandy Betts and Ms. Connie Bailey for their donation in purchasing the vault lids from Mr. Guy Doughty of Doughty funeral home in Exmore. Ms. Richardson asked if staff could send a letter of appreciation to Ms. Betts and Ms. Bailey.

**3. Discussion on Holy Ridge Cemetery**

The committee had already discussed this item in agenda item 1 and no further action was discussed.

**Adjournment**

Mr. Turnquist moved, seconded by Councilman Howard, to adjourn the meeting at 6:57 pm. The motion was unanimously approved.

## **Public Safety Meeting Minutes February 3, 2009**

Chairman Tarr called the meeting to order at 17:05

Present: Mayor Tarr, Chairman  
Councilwoman Ellen Richardson  
Councilman John Jester  
Robert Ritter, Jr., Town Manger  
Bryan Rush, EM Coordinator  
Randy Mills, Police Major

No participation from the open forum.

Motion asked to adopt the agenda with a change to add item #7 - Comments, motion Councilman Richardson and seconded Councilwoman Jester with changes.

### **Monthly Emergency Management Report**

Report given by Bryan Rush

### **PLANNING**

#### **EMERGENCY OPERATIONS PLAN**

The second draft should be completed for review by the March meeting. Bryan Rush is making the changes and adding annexes as appropriate.

#### **SOUTHERN BAPTIST DISASTER RELIEF TEAM**

Reminder, Mr. Richard Taylor from Union Baptist Church will be at the March 3<sup>rd</sup> meeting to inform the committee about their disaster team.

#### **PODEX**

The PODEX committee will meet February 9, 2009 from 10:00 – 12:00 at the Public Safety building in Accomac. The state CRA committee will be there discussing the rescheduling of the PODEX that was cancelled in September 2008 because of Tropical Storm Hanna.

### **TRAINING**

#### **ICS 300**

Public Works Director Mike Cosby, Accounting Specialist Carole Hammonds, and Fire Chief David Lewis attended the ICS 300 training held at the Coast Guard BASE January 21-23. All three have been certified.

### **IS700, ICS 100, ICS 200**

Alternative training will be held February 25, 2009, from 09:00 – 12:30 at the Eastern Shore Chamber of Commerce for those individuals needing IS 700, ICS 100, and ICS 200. The format will be lecture style and allowing for computer testing for students to receive certificates. This training is currently available on-line at [fema.gov](http://fema.gov).

Bryan Rush reported that an additional ICS 300 training will be offered on the northern end of Accomack County sometime at the end of March.

### **Chincoteague Volunteer Fire Company**

No members present. Bryan Rush did add that a new generator was installed and is fully functional at the Main Street station.

Mayor Tarr did enquire at this time about the functionality of the Fire/EMS radio system. Police Major Mills stated that all was functional at this time. Mayor Tarr asked if the Town hired Delmarva Two-Way to install the radio system. Major Mills was unsure of that. Major Mills advised that Verizon handled all of the 911 and mapping, but Delmarva Two-Way installed the consoles. Councilman Jester was concerned over about having a service contract with a specified time for service stated in the contract. Police Major Mills advised that there was a contract but was unaware of any time for service.

### **Communications Manual**

Bryan Rush brought manual corrections to the meeting. Mayor Tarr stated that the manual was introduced at the council meeting last evening and that he could give his corrections to Major Mills. Mayor Tarr also stated that the Fire Co., National Park Service, and Fish and Wildlife needed to review and send in their comments. Bryan Rush also stated that he had made changes to wording in the document and would like committee support for the change and to include the change to the new draft of the EOP. The change would be Emergency Services to Emergency Management. The committee agreed.

### **Essential Employees**

Bryan Rush notified committee that he had sent an e-mail to all department heads requesting a list of essential employees. Councilman Jester asked if all police officers and dispatchers should be included. Mayor Tarr also suggested that Bryan meet with all department heads and revise the list. Mayor Tarr suggests that different scenarios be used to determine those individuals. Councilman Jester asked if any employee ID's have been issued. Bryan Rush advised they haven't been issued and that the essential employees were going to receive those first. Councilman Jester suggested that Town Manager Ritter set a time frame for employee ID's.

### **NIMS Compliance**

Bryan Rush issued a training model to show the committee who needs ICS training and what type. Mayor Tarr asked if anyone knew what other localities were doing for public works training. Bryan Rush advised that other communities are including public works.

Mayor Tarr asked about a classroom session during the day. Bryan Rush said he would look into it. Councilman Jester suggests that a training plan be devised. Councilman Jester asked Town Manager Ritter to draft a plan to implement NIMS training with a time-line. Town Manager Ritter asked if the employees had to complete the training on the Town's time. Councilman Jester said it would be nice if the employees would do the training on their own but the Town would have to allow them to do it on the job.

### **Goals and Objectives**

Bryan Rush submitted a list of goals and objectives that he wrote down from last meeting. He asked for a priority rating for each. Mayor Tarr asked about the vacation watch program, Councilman Jester explained the program that he suggested to the Chief of Police. Councilman Jester suggested that fire safety be added because of the concern of not having a fire marshal and no way to enforce codes. Mayor Tarr stated that it is spelled out in the state code that the fire chief has authority. Mayor Tarr suggested a meeting with the building inspector, fire chief, and state fire marshal so that they could develop a plan. Mayor Tarr questioned the goal of separating EMS from general government. Bryan Rush explained the goal. Councilman Jester suggested that the EOP be number one along with NIMS compliance and updating the web page for emergencies. Councilman Jester also suggests that a COOP (Continuity of Operations) plan be put high on the list.

### **Committee Member Comments**

Mr. Rush advised that he will be losing an employee for four months due to a hip surgery. A five member department covering twenty-four hours a day; will be reduced to four. Bryan Rush advised that his department will be able to cover the absences; however it will run into the summer and does not leave room for anyone else to become sick or injured. Bryan asked the committee to support hiring some part-time employees. The committee agreed sending the request to the budget and personnel committee.

A motion to adjourn was given by Councilman Jester and a second was given by Councilwoman Richardson.

Meeting adjourned at 1801

## **Public Works Committee Meeting**

February 3, 2009

### **MINUTES**

Present: Hon. John Tarr, Chairman  
Hon. Ellen Richardson  
Hon. John Howard

Others Present:

Mr. Michael Cosby  
Mr. Robert Ritter  
Mr. Jack Van Dame  
Mr. Jim Frese  
Mr. John Jester  
Mr. Ray Rosenberger  
Mrs. Ray Rosenberger  
Mr. Jeff Fitchett

#### **CALL TO ORDER**

Chairman Tarr called the meeting to order at 6:10 p.m.

#### **PUBLIC PARTICIPATION**

Chairman Tarr asked if anyone had anything to bring before the Committee. Mr. Jim Frese addressed the Committee regarding the condition of the eastbound side of Eastside Road.

There was discussion about having this project placed in the Urban Project 6-Year Plan.

#### **AGENDA ADOPTION**

Chairman Tarr asked for a motion to adopt the agenda.

Mr. Howard requested that a couple items be added. He requested that they add the Urban Project for Eastside Road.

There was also discussion of the USDA grant and who benefited from it, which is law enforcement and public safety.

Mr. Howard made a motion, seconded by Mrs. Richardson to adopt the agenda with the addition of the Urban Project 6-Year Plan for Eastside Road. Motion carried.

#### **1. January 2009 Report**

Public Works Director Cosby explained the January 2009 Workload Analysis. He also updated the Committee on the current drainage work on Smith, School and Sharples Streets. He feels that this should eliminate the drainage issues over the past several years. He also stated that 9 Public Works employees attended a work Zone Safety class. He also continued with the update of the sidewalk "destruction and restoration" project. He advised that Mr. Hal Clark attended a 2-day water works math class to prepare him for the licensing test.

Public Works Director Cosby explained the work completed to date on the Hallie Whealton Smith Trail. He stated that they're at a stopping point because of an issue with planning and materials. He advised that he also completed a mid-year water revenue analysis, which was presented to the Budget and Personnel Committee. He included the analysis in the agenda packet for this meeting. There was further in-depth discussion regarding the Hallie Whealton Smith Trail and the lack of materials, planning and funds.

The Committee had a lengthy discussion about the Mid-Year Water Revenue Analysis along with the potential problems with revenue.

2. Vehicle Washing (J. Howard)

There was further discussion about the lack of routine vehicle washing. Mr. Cosby stated that he would take this matter under advisement.

Mr. Howard motioned, seconded by Mrs. Richardson, that this matter be put on the Council Agenda for the next meeting. Motion carried.

3. Surplus Vehicles (J. Howard)

The Committee discussed the disposition of the surplus vehicles. Mr. Jester gave Town Manager Ritter information about Government Auction of such vehicles. He advised the Committee that he would look into this matter further and handle the sale through the Government Auction.

4. Committee Member's Comments

Public Works Director Cosby requested that the Committee define what the Committee is doing at the meetings. He also requested to know who's responsible for determining the agenda. Public Works Director Cosby stated that he believes that the meetings weren't being conducted appropriately. Chairman Tarr requested a specific written request and they would define it for him.

5. Urban Project, Eastside Road

The Committee discussed the procedures to have this project added to the Urban Project 6-year plan by bringing it to Council for a vote. They also requested that Town Manager Ritter send a letter regarding such. The Committee agreed to refer this matter to Council.

6. Adjournment

Mr. Howard motioned, seconded by Mrs. Richardson to adjourn at 6:52 p.m. Motion Carried.



## **Budget and Personnel Meeting Minutes February 17, 2009**

Chairman Conklin called the meeting to order at 17:08

Present: Councilwoman Nancy Conklin, Chairman  
Councilman James Frese  
Councilman John Jester  
Robert Ritter, Jr., Town Manger  
Bryan Rush, EM Coordinator

### **Open Forum**

Mayor Tarr brought before committee future issues for the committee to include; donations management within the Town budget. Mayor Tarr reported that Accomack does not give out donations. Mayor Tarr also informed the committee that he had staff working on a projects list in the event that the Town would receive federal stimulus money. He stated that staff would prioritize projects and submit to Governor Kaine. The next topic was a building permit issue for the local saltwater cowboys of \$600 that the group would like waived.

Motion asked to adopt the agenda with changes to add items #5 - #7, motion Councilman Freeze and seconded Councilman Jester with changes.

### **Request for Part-Time EMS Providers**

EMS Supervisor Bryan Rush notified the committee of an upcoming absence of an employee due to an operation. Mr. Rush told committee that he currently has five employees to cover twenty-four hours a day, seven days a week, and three-hundred sixty-five days a year. He is concerned about loosing an employee and maintaining staffing. Mr. Rush proposed to hire 2 part-time employees at the level of EMT-Intermediate or EMT-Paramedic. Mr. Rush gave committee members a wage comparison and explained the savings of using a part-time employee over paying overtime. Mr. Rush also advised the Committee of including some administration days, which would allow him to complete other assigned duties. Councilwoman Conklin asked if there would be any difficulty hiring individuals. Mr. Rush advised that there would not be any problem, however, FLSA would not allow the part-time employee to volunteer on the ambulance with the Chincoteague Volunteer Fire Co. Mr. Ritter suggested putting this item in the upcoming budget. Councilman Frese stated that doing so right away could save money and was needed, Councilman Jester concerted. Mayor Tarr suggested to also looking at hiring an EMT/Driver part-time to assist with administration days that would take Mr. Rush off the road. **There was a motion by Councilman Jester, a second by Councilman Frese to send the matter to Council. The Committee unanimously voted to send matter to Council for immediate action.**

### **Internet Government Options Contract**

Previous meetings discussed using internet government options to buy and sell surplus. Mr. Ritter explained that an agreement needed to be signed in order to use this option. Mr. Ritter stated the cost would be 7.5% of the purchase price plus an additional 5% if the auction company collected the money from the bidder. Mr. Ritter suggested setting up a Pay Pal account to collect the money. Councilwoman Conklin questioned the 7.5% for training. Councilman Jester gave full support for the project. Councilman Frese questioned as to whether it complied with Virginia Code. Mr. Ritter stated that he has a list of 65 towns, counties, and cities in Virginia using the program. **There was a motion to send the matter to Council by Councilman Jester, second by Councilman Frese. The motion was unanimously approved.**

### **Final Review of the Employee Performance Evaluation**

Mr. Ritter showed the Committee the updated version and requested to implement this evaluation. Councilman Jester enquired the whereabouts of the written goals for staff. Mr. Ritter referenced the last page of the document. Councilman Jester requesting wording change on page 10 of the document "may to will". Mr. Ritter will change. Mr. Ritter explained page 9 and the formula used for rounding performance points. Councilman Jester advised to make it clear to the employees what the process is for obtaining a merit increase. Mr. Ritter advised that General Government and EMS used this format on last year's evaluation. Councilman Jester asked and suggested that the Town has a requirement to review employee performance with the employee at six month intervals so they are not surprised at evaluation time. Councilwoman Conklin asked if everyone got a raise just because they work for the Town. Mr. Ritter replied that this is the purpose of the evaluation form to give a merit increase only for good merit. The committee suggested that Mr. Ritter send a copy to the other Council members.

### **Federal Stimulus Update**

Mr. Ritter informed the committee that all department heads had a meeting this day at 11:00 am. Each person was instructed to list project ideas and submit a project statement by Thursday. The information would be entered into Governor Kaine's website created for this particular matter. Councilman Frese suggested looking to VML to see what other localities are requesting. Mr. Ritter advised that once all the information has been input to the site, copies will be distributed. Councilman Jester asked what the Town's number one project would be. Mr. Ritter advised that one of the projects would be to purchase a local marina that would allow larger boats to obtain fuel which would increase tourism. Councilman Frese questioned as to whether the Town should get into the marina business or encourage privatization of such idea. Mr. Ritter stated that we would not want the area sold and become a hotel. Councilwoman Conklin suggested buying the marina and leasing it, so that it would remain a marina.

### **Donations**

Mr. Ritter stated he would e-mail attorney Poulson's response, which said to limit donations to only non-profit organizations. Councilman Frese expressed his concern over the lack of revenue to supply daily need let alone donations. Councilman Frese suggests not including donations in the FY 10 budget. Mr. Ritter advised that Council needs to

develop a policy for donations. Councilwoman Conklin agrees on reducing donations. Mayor Tarr suggested looking at all donations because some things may have to stay, such as fireworks and the scholarship. Councilwoman Conklin suggests that no more single donations be made until the committee and council could discuss the issue.

#### **Building Permit for Saltwater Cowboys**

Mayor Tarr stated that John Bloxom came to him about having a building permit fee waived by the suggestion of Building and Zoning Administrator Lewis. Mayor Tarr advised the committee that the riders currently use an old chicken house to board the horses during the round ups but want to tear the existing structure down and build new stalls. Mayor Tarr stated that Mr. Lewis has looked at the area and it meets all requirements. The cowboys will be doing their own work and would like the fee waived. Mayor Tarr suggests to approve the request with the stipulation that if it becomes a business they would have to come back and pay the fee. Mr. Ritter advised that building permit revenues are down for the year and the Town would be losing this fee. Councilman Jester suggested that the cowboys bring much more revenue to the area than the six hundred dollars. **A motion was made by Councilman Frese to send to Council the recommendation to waive the fee under the stipulation that if the use went commercial in the next ten years the fee would have to be paid. Councilman Jester seconded the motion. The motion was unanimously approved.**

A motion to adjourn was made by Councilman Frese, a second from Councilman Jester. The meeting was unanimously approved.

Meeting adjourned at 1838

**EMERGENCY MEDICAL SERVICES PROVIDER I – Part Time**  
**Salary Grade 13**

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs emergency medical service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Responding to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility for advice and direction; Administers medications and treatment as instructed by physicians;

Provides direct patient care as ordered, including standing orders for advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Checks and prepares equipment and supplies for treatment;

Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of station and grounds;

Cleans and details ambulances; Performs other tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; thorough knowledge of the principles of anatomy, physiology ~ chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and some experience as an Emergency Medical Technician.

**SPECIAL REQUIREMENTS:**

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.

Possession of current EMT-Enhanced certificate issued by the Virginia Department of Health, Office of EMS and a current Health Care Provider CPR card.

**EMERGENCY MEDICAL SERVICES PROVIDER II Part-Time**  
**Salary Grade 14**

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs protective service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required *for* conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required *for* depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Participates in emergency medical services, responding to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.  
Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;  
Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;  
Keeps records and observes patient responses;  
Identifies diagnostic signs which may require communications with medical facility *for* advice and direction; Administers medications and treatment as instructed by physicians;  
Provides direct patient care as ordered, including standing orders *for* advanced airway care;  
Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;  
Checks and prepares equipment and supplies *for* treatment;  
Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of the station and grounds;  
Performs other tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; comprehensive knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and experience as at least an Emergency Medical Technician -Intermediate.

**SPECIAL REQUIREMENTS:**

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.  
Possession of a current EMT- Intermediate certificate issued by the Commonwealth of Virginia Department of Health, Office of EMS., current American Heart Association Advanced Cardiac Life Support card, current American Heart Association Pediatric Life Support card, current Health Care Provider CPR card, current Tidewater EMS Council Certificate Sanctioning Practice as a Paramedic.

## **EMERGENCY MEDICAL SERVICES PROVIDER III Part-Time**

### **Salary Grade 16**

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex protective service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required to give detailed or important instructions to others accurately, loudly, or quickly; hearing is required to hear at normal spoken word levels; visual acuity is required for depth perception, color perception, and vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and soundings and activities; the worker is subject to inside and outside environmental conditions, , atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and n eed specialized personal protective equipment.

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#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Responds to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility for advice and direction; Administers medications and treatment per protocol and/or as instructed by physicians;

Provides direct patient care as ordered, including standing orders for advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Checks and prepares equipment and supplies for treatment;

Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of the station and grounds;

Performs other tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; comprehensive knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and experience as an Emergency Medical Technician -Paramedic.

#### **SPECIAL REQUIREMENTS:**

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS. Possession of a current EMT- Paramedic certificate issued by the Commonwealth of Virginia Department of Health, Office of EMS., current American Heart Association Advanced Cardiac Life Support card, current American Heart Association Pediatric Life Support card, current Health Care Provider CPR card, current Tidewater EMS Council Certificate Sanctioning Practice as a Paramedic.

## MEMORANDUM

TO: Budget and Personnel Committee

VIA: Robert G. Ritter, Jr., Town Manager

FROM: Kelly S. Fox, Public Works Clerk

DATE: February 17, 2009

SUBJECT: Internet Government Auctions

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Staff recently researched the option of "Internet Auctions" for the Town's surplus items. GovDeals, Inc. is a web-based application (endorsed by VML), that helps maintain information about assets the Town has to be submitted for auction. They also offer guidance in the initial entry of assets along with posting pictures and implementation of an auction plan and schedule. The Town would have to become an approved seller by completing the "Introduction Form". GovDeals, Inc. will then send a "Sellers Agreement" to review, modify and return for their approval. Once the documents have been approved by both parties the Town will be permitted to begin the online sales. The charge for the internet auction service is 7.5% of the bid.

GovDeals, Inc. offers telephone or internet training along with customer support at no additional cost. They also offer on-site training at an additional cost of 7.5% of the bid. If the Town wishes to allow GovDeals, Inc. to collect monies due from the bidder, there is an additional 5% fee.

# MEMORANDUM

To: Mayor and Council  
From: Jared B. Anderson, Town Planner  
Date: February 26, 2009  
Subject: Sign Ordinance-Balloons, Pennants, Banners, Flags

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The Planning Commission voted unanimously at the February 24, 2009 meeting to recommend the following amendments to the zoning ordinance regarding pennants, air or gas filled balloons, and flags. The Planning Commission properly advertised for and held a public hearing. This language is identical to the language sent to the Planning Commission by the Mayor and Town Council.

## **Article VII. Signs**

### **Section 7.4 Temporary Signs**

**7.4.12. Pennants. There shall be no more than two- fifty (50) foot long pennants, or one-one hundred (100) foot long pennant per business. Such placement shall not exceed 2 times per calendar year not to exceed 2 consecutive weeks for each placement. Non-profit organizations are exempt from the above time limit provided the pennant or pennants are removed within seven days after the event has ended. Placement of such pennants must comply with Article VII of this ordinance. Pennants shall not be placed closer than ten feet from any property line. A permit is required.**

### **Section 7.6 Prohibited Signs**

7.6.8. Air or Gas filled balloons and inflatable objects. **Balloons and inflatable objects not exceeding 10 cubic feet in volume are exempt from this regulation provided no commercial message is displayed on such balloon(s).**

### **Section 7.13 Commercial Districts**

7.13.1.9. Flags, Commercial. Two flags, **displaying a commercial message**, per lot maximum each limited to an area of 15 square feet. Flags must be mounted securely to a wall or from a permanent flag pole. A home occupation is allowed one flag with a commercial message no greater than 15 square feet. **(Flags not exceeding 15 square feet in area and displaying an art design which reflects merchandise sold on the premises without any commercial wording, or “open & welcome flags” are exempt)**

**If Council so desires a public hearing could be set for April 6, 2009.**